



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

March 19, 2004

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina, Chair Pro Tem  
Supervisor Yvonne Brathwaite Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**APPOINTMENT OF ASSISTANT REGISTRAR-RECORDER/COUNTY CLERK (UC)**

On March 8, 2004, the Registrar-Recorder/County Clerk (RR/CC) submitted to our office a request to appoint Deborah Martin-McMullen to fill the critical position of Assistant Registrar-Recorder/County Clerk (ARR/CC) in the Elections Services Bureau. The position became vacant on February 17, 2004 upon the resignation of Jennifer Collins-Foley. Attached is the Department's request to recruit for the ARR/CC position on January 14, 2004.

Ms. Martin-McMullen transferred from the Auditor-Controller 18 months ago and is the Division Manager over the Pollworker Services Division. The RR/CC states that the three most recent major elections were conducted in exemplary fashion due in large part to Ms. Martin-McMullen's leadership and attributes the recruitment of the largest number of County and student poll workers ever to Ms. Martin-McMullen as well.

The RR/CC would like to appoint Ms. Martin-McMullen to the higher level position at an annual salary of \$109,591.57, which is a 19 percent increase over her current salary of \$92,093.76. While the requested salary represents a 19 percent increase over Ms. Martin-McMullen's current salary, it falls below the control point of the new position salary range and is also less than the lowest paid ARR/CC (\$110,282.00) in the Department.

Each Supervisor  
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Based upon the degree of responsibility of this position and the compensation of other employees at the same level, our intention is to approve the RR/CC's request, effective April 1, 2004.

If you have any questions, please call me, or your staff may call Cindy Lee at (213) 974-1329.

DEJ:DIL:ADC  
CYL:lbm

Attachment

c: Registrar-Recorder/County Clerk

Appt-Asst. Reg-Rec.bm

**FY 2003 - 2004 HARD HIRING FREEZE - REQUEST TO FILL BUDGETED VACANCIES**

**DEPARTMENT: Registrar Recorder - County Clerk**

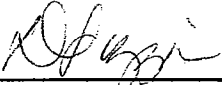
**010804-016**

**REQUEST TO RECRUIT**

Classification	No. of Positions
Assistant Registrar-Recorder/County Clerk (UC) (1123A) <b>R14</b>	1
Division Manager (1122A) <b>R11</b>	1
<b>Total</b>	<b>2</b>

Since these are MAPP items, the Department must "submit a "request to hire" to this office, including salary information, prior to proposing a job offer to the candidate.

Approved:

  
\_\_\_\_\_  
David E. Janssen  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

Approval conditioned upon department obtaining appropriate reemployment list clearances from the Department of Human Resources